

To be eligible to apply for positions outside their current department, employees must have successfully completed new hire / promotional probation periods.

CITY OF HOUSTON

Employee Application

Please Print in Ink or Type - You may attach a resume, but you must still complete all questions on this application

PN No.		<input type="checkbox"/> Promotion <input type="checkbox"/> Transfer	
Position Applying for		Dept / Div	Final date of closing
Name		Social Security No.	Employee No.
Address		Work Telephone No.	Home Phone
City / State / Zip Code		Total Years with the City	Shift
Current Department / Current Division	Current Civil Service Classification		Total Years in Current Classification

Circle last grade completed 1 2 3 4 5 6 7 8 9 10 11 12 GED	Name of School or Institution Address, City & State	Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did You Receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of School or Institution Address, City & State
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Name of Institution	Address, City & State	Did You Graduate?	Month/Year Graduated	Degree or Diploma Received	Major Subject
College		<input type="checkbox"/> Yes <input type="checkbox"/> No ___ Hrs			
College		<input type="checkbox"/> Yes <input type="checkbox"/> No ___ Hrs			
College - Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No ___ Hrs			
Other - Vocational, Trade School		<input type="checkbox"/> Yes <input type="checkbox"/> No ___ Hrs			

Driver's License # _____ License issued by State of _____

What type of license do you have?

☐ Commercial (CDL) Class: A B C Endorsement _____

☐ Operators Class: A B C

Have you been convicted of DUI or DWI within the past 3 years? ☐ Yes ☐ No

Is your license presently restricted, suspended or revoked? ☐ Yes ☐ No

If yes, give the reason _____

the date it began _____ and the date ended (or will end) _____

List below any relatives, including those by marriage or adoption, currently employed by the City			
Name of Relative	Relationship	Department	Position

Are you able to meet the schedule and attendance requirements of the position for which you are applying? . . . ☐Yes ☐No

Will you work more than 40 hours in a week if required? ☐ Yes ☐ No

Do you speak a foreign language fluently? ☐ Yes ☐ No

If yes, specify language

Do you read this language? ☐ Yes ☐ No Do you write this language? ☐ Yes ☐ No

Machine and Equipment Skills	P C Software Skills

Special Qualifications and Skills. Indicate below any experience, skills, licenses or certifications, not provided in other parts of this application, that in your opinion would qualify you for the position you seek.

PN No. _____ Date Application Received _____ HR
at Human Resources Dept. Representative

Employment History - Complete with your full employment history. Begin with your current and list all past employment below. If more space is needed, attach another sheet(s).

Department and Division		Supervisor's Name and Title	
Employer's Address and City/State/Zip		Supervisor's Telephone Number	
Your Title		Final Salary	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
From: Month & Year	To: Month & Year	# Persons Supervised	
Your duties _____ _____ _____			
Reason for leaving _____ _____			

Name of Employer		Supervisor's Name and Title	
Employer's Address and City/State/Zip		Employer's Telephone Number	
Your Title		Final Salary	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
From: Month & Year	To: Month & Year	# Persons Supervised	
Your duties _____ _____ _____			
Reason for leaving _____ _____			

Name of Employer		Supervisor's Name and Title	
Employer's Address and City/State/Zip		Employer's Telephone Number	
Your Title		Final Salary	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
From: Month & Year	To: Month & Year	# Persons Supervised	
Your duties _____ _____ _____			
Reason for leaving _____ _____			

Since your most recent date of employment with the City of Houston, have you been convicted of a violation of any criminal statute whether felony or misdemeanor?. ☐Yes ☐No
(Exclude parking violations) If yes, give:

Date	Conviction For	County & State of Conviction	Disposition

Are you now or since your most recent date of employment with the City of Houston, have you been on any form of parole, probation or deferred adjudication? ☐Yes ☐No If yes, identify what, where, when and how long. _____

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire, or if hired, termination. I authorize any of the persons, organizations, and educational institutions referenced in this application to give officials of the City of Houston any and all information concerning my previous employment, education, motor vehicle record, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to the City of Houston. **I understand that appointment to a safety impact position will require that I successfully pass a drug test.**

Employee Signature _____ Date _____

If your transfer has been approved, signature of your supervisor in old position must be on this form before leaving old department and reporting to your new department. This obtaining of signature will serve as official notification to your supervisor that you are planning on leaving the department.

Signature _____ Date _____